

Department of Veterans Affairs
Decentralized Hospital Computer Program

**MINIMAL PATIENT DATASET
(MPD)
DHCP USER MANUAL**

Version 1.0

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Information Systems Center
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Preface

The Minimal Patient Dataset (MPD) software enables Veterans Health Information Systems and Technology Architecture (**VISTA**) personnel to search for treatment dates, treatment locations, and the type(s) of care a patient has received throughout the VA healthcare system. Interactive MPD reads the data from the MPD CD-ROM through the use of a **VISTA** option and returns it in List Manager screen format. The Patient Locator is an alternative to Interactive MPD. It allows users to request more current patient treatment information from the EDR and/or IPDB Databases and returns the data in an electronic mail message.

This manual provides instructions to **VISTA** personnel for using Interactive MPD and the Patient Locator.

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Introduction

MPD Overview

The Minimal Patient Dataset (MPD) software enables **VISTA** personnel to search for treatment dates, treatment locations, and the type(s) of care a patient has received throughout the VA healthcare system. Interactive MPD reads the data from the MPD CD-ROM through the use of a **VISTA** option and returns it in List Manager screen format.

The most common use of the MPD software is to determine if a patient has been treated at other VA Medical Centers (VAMCs). Once this is known, you can electronically request patient information from those facilities by using the Patient Data Exchange (PDX) package.

The MPD CD-ROM contains the following patient information for a specific date range (usually 1 year):

- Name
- Social Security Number (SSN)
- Year of birth (YOB)
- Number of visits to VA facilities during the time period (Visits)
- Visit dates
- Treating facilities
- Types of care received

MPD Functionality

This version of Interactive MPD provides the following functionality:

- Ability to search for a single or multiple SSNs
- Ability to exclude a single site or multiple sites from a search
- Used by the Pharmacy Prescription Practices package
- Easy programmer interface to add MPD searches to other packages
- Users can receive full information or just SSN, site, and date
- Ability for interactive searches

Patient Locator Overview

The Patient Locator is an Application Programmer Interface (API) which enables **VISTA** personnel to search for treatment dates, treatment locations, and the type(s) of care a patient has received throughout the VA healthcare system through the use of a **VISTA** option. The most common use of the Patient Locator API is to determine if a patient has been treated at other VA Medical Centers (VAMCs). Once this is known, you can electronically request patient information from those facilities by using the Patient Data Exchange (PDX) package.

The Patient Locator is an alternative to Interactive MPD. It allows users to access more current patient treatment information. MPD reads and returns data stored on a CD-ROM for a limited time period. The Patient Locator searches “live” databases (EDR and/or IPDB) for a user-specified date range and returns the following current patient information in an electronic mail message:

- Name
- SSN
- Date of birth (DOB)
- Classification (inpatient or outpatient)
- Treatment facilities
- Treatment dates
- Hospital service (Specialty for PTF, Stop Codes for OPC)
- Admitting regulation
- Primary eligibility code
- Primary diagnosis code

Patient Locator Functionality

This version of the Patient Locator provides the following functionality:

- Ability to search for a single or multiple SSNs
- Ability to exclude a single site or multiple sites from a search
- Ability to search “live” EDR and/or IPDB databases for current treatment information
- Ability to search for inpatient and/or outpatient treatment episodes within a user-specified date range
- Ability to limit the search to a user-specified number of occurrences

NOTE: Whether you use Interactive MPD or the Patient Locator, you must enter at least one SSN to initiate a search, but excluding sites from the search is optional.

Related Manuals

- MPD V. 1.0 Installation Guide
- MPD V. 1.0 IRM User Manual
- MPD V. 1.0 Package Security Guide
- MPD V. 1.0 Technical Manual

Orientation

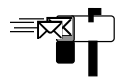
Package Operation

The Package Operation section provides documentation of each option, including a brief introduction to the option, a sample of what might appear on your screen when using the option, and sample outputs, when applicable.

The following icons are used to highlight key points in the option documentation.



Required security keys



Electronic Mail Messages/Bulletins



Integration points

User Responses

All user responses are shown in boldface type. The <RET> symbol is used when referring to the user pressing the Return or Enter key. The <^> symbol is used when referring to the up-arrow or caret.

List Manager

MPD V. 1.0 uses the List Manager utility, a tool designed to list items for selection and action. A double question mark entered at the “Select Action:” prompt gives you a list of all actions available for a particular screen. Please refer to the List Manager Appendix of this manual for help.

Package Management

1. The MPD package provides VA medical centers with the ability to determine whether a patient has been seen at other VA facilities. Proper handling of this information is important to ensure patient confidentiality.
2. Per VHA Directive 10-93-142 regarding security of software, do not modify the MPD routines and data dictionaries due to the high level of package integration.
3. Security keys have been added to some MPD options to ensure proper access for appropriate personnel. (For information about security keys, contact your Information Security Officer [ISO].)

Package Operation

On-line Help

When the format of a response is specific, a Help message is usually provided for that prompt. Help messages provide lists of acceptable responses or format requirements which provide instruction on how to respond.

A Help message can be requested by typing one or two question marks. The Help message will appear under the prompt, then the prompt will be repeated. For example, perhaps you see the prompt

```
Enter Last Date Of Visit: APR 30,1994//
```

and you need assistance answering. You enter ? and the Help message would appear.

```
Enter Last Date Of Visit: APR 30,1994// ?
```

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses the CURRENT YEAR.

You may omit the precise day, as: JAN, 1957

If the date is omitted, the current date is assumed.

Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.

You may enter a time, such as NOON, MIDNIGHT or NOW.

Seconds may be entered as 10:30:30 or 103030AM.

Enter the date the patient was last seen at that facility.

```
Enter Last Date Of Visit: APR 30,1994//
```

For some prompts, the system will list the possible answers from which you can choose. Any time choices appear with numbers, the system will usually accept the number or the name.

Note to Users with QUME Terminals

It is very important that you set up your Qume terminal properly. After entering your access and verify codes, you will see the following prompt.

```
Select TERMINAL TYPE NAME: {type}//
```

Please make sure that C-QUME is entered here. This entry will become the default and you can then enter <RET> for all subsequent log-ins. If any other terminal type configuration is set, options using the List Manager utilities will neither display nor function properly on your terminal.

Package Operation - Main MPD Menu Options

Interactive MPD

Introduction

The Minimal Patient Dataset (MPD) software enables **VISTA** personnel to search for treatment dates, treatment locations, and the type(s) of care a patient has received throughout the VA healthcare system. Interactive MPD reads the data from the MPD CD-ROM through the use of a **VISTA** option and returns it in List Manager screen format. The most common use of the MPD software is to determine if a patient has been treated at other VA Medical Centers (VAMCs). Once this is known, you can electronically request patient information from those facilities by using the Patient Data Exchange (PDX) package.

The MPD CD-ROM contains the following patient information for a specific date range (usually 1 year):

- Name
- Social Security Number (SSN)
- Year of birth (YOB)
- Number of visits to VA facilities during the time period (Visits)
- Visit dates
- Treating facilities
- Types of care received

To access MPD, select the Interactive MPD option from the Main MPD Menu. Instructions for responding to the prompts used with this version of Interactive MPD are on the following pages.

Interactive MPD

Example

Main MPD Menu

- 1 Interactive MPD
- 2 Request configuration information
- 3 Post encryption/decryption key
- 4 Patient Locator

Select Main MPD Menu Option: **1** Interactive MPD

Enter an SSN to search for:

Interactive MPD Prompts

Introduction

“Enter an SSN to search for:”

Enter the SSN of the patient for whom you are requesting data. Your response must contain nine numeric characters, with or without dashes, followed by the letter "P" if entering a pseudo SSN. If you decide not to continue, press <RET> or enter an up-arrow (^) to return to the menu.

“Enter another SSN to search for:”

This prompt will repeat, allowing you to enter multiple SSNs. After you enter the last SSN, or if you are entering a single SSN, press <RET> to advance to the next prompt. If you decide not to continue, enter an up-arrow (^) to return to the menu.

“Enter a site to exclude from the search:”

Excluding sites from the search is optional. If you want to exclude a site from the search, enter the facility name or station number of the site for which you do not want data returned. For example, you might already have access to treatment information at your facility, so you can instruct the software not to search for it by entering your facility name or station number at this prompt. To view a list of acceptable facility names and their corresponding station numbers, enter double question marks (??). If multiple sites exist with similar names, entering part of the name returns a list of those sites. If you choose not to exclude any sites, press <RET> to initiate the search. An up-arrow (^) entered here returns you to the “Enter an SSN to search for:” prompt.

“Enter another site to exclude from the search:”

This prompt will repeat, allowing you to exclude multiple sites from the search. After you enter the last facility name or station number, or if you are excluding a single site, press <RET> to start the search. If you decide not to continue, enter an up-arrow (^) to return to the menu.

Interactive MPD Prompts, cont.

Example - Single SSN

```
Enter an SSN to search for: 111-11-1111
Enter another SSN to search for: <RET>

Enter a site to exclude from the search: 535 CHICAGO (LAKESIDE), IL      535
Enter another site to exclude from the search: <RET>

Requesting information from MPD CD-ROM
Waiting for return of information.....
```

Example - Multiple SSNs

```
Enter an SSN to search for: 111-11-1111
Enter an SSN to search for: 222-22-2222
Enter an SSN to search for: 333-33-3333
Enter another SSN to search for: <RET>

Enter a site to exclude from the search: 535 CHICAGO (LAKESIDE), IL      535
Enter a site to exclude from the search: BRONX, NY          NEW YORK      526
Enter another site to exclude from the search: <RET>

Requesting information from MPD CD-ROM
Waiting for return of information concerning first SSN.....
```

NOTE: You must enter at least one SSN to initiate a search, but excluding sites from the search is optional. If you choose to exclude sites, you can exclude a single site or multiple sites from the search, whether you entered a single or multiple SSNs.

Interactive MPD

Processing Your Request(s)

Introduction

The length of time it takes to process your request(s) will vary, depending on whether you enter a single SSN or multiple SSNs, as shown in the following table.

TABLE 1.-Processing Single SSN vs. Multiple SSNs

| Single SSN | Multiple SSNs |
|--|---|
| <p>If you enter a single SSN to search for, the following message at the bottom of your screen tells you that your request is being processed.</p> <p>Requesting information from MPD CD-ROM Waiting for return of information.....</p> <p>Since the data is read from the MPD CD-ROM for one SSN at a time, the data is returned for a single SSN in a very short time.</p> | <p>If you enter multiple SSNs, the message at the bottom of your screen tells you that your request is being processed for the first SSN.</p> <p>Requesting information from MPD CD-ROM Waiting for return of information concerning first SSN.....</p> <p>The data is read from the MPD CD-ROM in numerical sequence by SSN for one SSN at a time, and is returned to your screen after it has been read for the first SSN it finds.</p> <p>You can continue to check the results of the search with the List Manager Check Results action. (Please refer to Page 19 for additional information about the Check Results action.) The length of time this takes will depend on the number of SSNs you entered.</p> <p>Please refer to Table 2 for more information about the Check Results action. Please refer to the List Manager Appendix for a list of basic actions with descriptions.</p> |

NOTE: You must enter at least one SSN to initiate a search, but excluding sites from the search is optional. If you choose to exclude sites, you can exclude a single site or multiple sites from the search, whether you entered a single or multiple SSNs.

Interactive MPD

Interactive MPD Screens

Introduction

The data read from the MPD CD-ROM is returned in List Manager screen format. You can view, move through, expand, and print the data with the use of various List Manager actions. (Please refer to the List Manager Appendix for a list of basic actions with descriptions.) The contents of the screen and available actions will vary depending on whether you entered single or multiple SSNs, as shown in the following table.

TABLE 2.-MPD Screens: Single SSN vs. Multiple SSNs

| Screen | Single SSN | Multiple SSNs |
|--------|--|---|
| #1 | <p>Summarizes total patient matches found for the SSN you entered, along with the total number of visits at the top of the screen. For each match found, the following information is also provided:</p> <ul style="list-style-type: none"> • Match # • SSN • Patient's Name • YOB (Year of Birth) • Visits (Number of Visits) <p>The following List Manager action is displayed at the bottom of the screen:</p> <p>EP-Expand Entry Allows you to view more detailed information for selected matches on Screen #2.</p> | <p>Returns a list of requested SSNs in numerical order by SSN (indicated by Entry #). For each of the SSNs you entered, the following information is also provided:</p> <ul style="list-style-type: none"> • Entry # • SSN • Matches (Number of Matches) • Visits (Number of Visits) <p>The following List Manager action, exclusive to MPD, is displayed at the bottom of the screen:</p> <p>CK-Check Results Checks the results of the search when entries show "Information currently not available" or a minus (-) appears to the left of the entry # on the screen. This action is available on this screen only. (Please refer to Page 19 for additional information about the Check Results action.)</p> <p>Use the Expand Entry action to view more detailed information for selected entries on Screen #2.</p> |
| #2 | <p>Patient's name, SSN, YOB, and Visits for the expanded entry are provided at the top of the screen. The following additional information is then listed:</p> <ul style="list-style-type: none"> • Visit Date • Treating Facility • Care Received <p>Since this is the furthest level to which you can expand the data, the EP action is no longer available.</p> | <p>Same as Screen #1 for a single SSN. Expanding the entry allows you to view more detailed information for selected entries on Screen #3.</p> |
| #3 | Not applicable. | Same as Screen #2 for a single SSN. |

Interactive MPD Screens

Single SSN—Screen #1

Introduction

Figure A.-Single SSN Screen #1 (a.k.a., Multiple SSNs Screen #2)

Minimal Patient Dataset Jun 13, 1994 16:40:01 Page: 1 of 1

CD Date Range: 1/1/93-12/31/93
 SSN : 111-11-1111 Matches Found : 2 Total Visits : 7

| Match # | SSN | Patient's Name | YOB | Visits |
|---------|-------------|----------------|-----|--------|
| 1 | 111-11-1111 | PETERS,PRESTON | 10 | 2 |
| 2 | 111-11-1111 | PETERS,P R | 10 | 5 |

Enter ?? for more actions

EP Expand Entry
 Select Action:Quit// EP Expand Entry
 Select Match number(s) (1-2): 1

Callouts:

- Total number of visits to VA facilities included in the search for the SSN you entered. (points to Total Visits: 7)
- The number of patients found that match the SSN. (points to Matches Found: 2)
- Expanding an entry (or, as in this case, a match) sends you to another screen with more detailed visit information for the matches you selected. (points to EP Expand Entry)
- This response can be a single entry, or a list or range of entries (e.g., 1,2 or 1-2), and can be any combination of the match numbers shown in the parentheses. (points to (1-2): 1)

The first screen of information returned from the MPD CD-ROM for a single SSN contains the following information. Figure A above illustrates the screen format.

| | |
|----------------|---|
| CD Date Range | Date range of the information contained on the MPD CD-ROM (usually one year). |
| Matches Found | Number of patients found that match the SSN you entered. |
| Total Visits | Total number of visits to VAMCs included in the search by patients who match the SSN you entered. |
| Match # | Sequence in which information matching the SSN you entered was read from the MPD CD-ROM. |
| SSN | Social Security number |
| Patient's Name | Name(s) of patient(s) found that match the SSN you entered. |
| YOB | Patient's year of birth. |
| Visits | Number of visits to VAMCs by the patient who matches the SSN you entered. |

Interactive MPD Screens

Single SSN—Screen #1

Introduction, cont.

The lower portion of the screen asks you to select a List Manager action. (Please refer to the List Manager Appendix for a list of basic actions with descriptions.) As shown in Figure A, you can choose to expand the information by using the Expand Entry action. You can expand the information for a single entry, or a list or range of entries, by entering the pertinent match number(s) at the “Select Match number(s):” prompt.

If you select the Quit action or enter an up-arrow (^) at this screen's “Select Action:” prompt, you return to the “Enter an SSN to search for:” prompt.

This manual assumes that you chose to expand the entry for Match #1. Screen #2 on the following page shows the expanded information.

Interactive MPD Screens

Single SSN—Screen #2

Introduction

Figure B.-Single SSN Screen #2 (a.k.a., Multiple SSNs Screen #3)

Minimal Patient Dataset Jun 13, 1994 10:48:12 Page: 1 of 1

CD Date Range: 1/1/93-12/31/93

Patient : PETERS,PRESTON (111-11-1111) Year of Birth : 10 Visits : 2

| Visit Date | Treating Facility | Care Received |
|-------------|-------------------|-------------------|
| MAY 31,1993 | BATH, NY | UNSCHEDULED VISIT |
| MAR 31,1993 | BATH, NY | SCHEDULED VISIT |

Enter ?? for more actions

Select Action:Quit// <RET> QUIT

This screen shows the patient's date of visit, the treating facility, and the type of treatment provided. Note that none of these entries can be expanded.

Quit brings you to Screen #2 for the next match, or returns you to Screen #1 if no other entries were expanded.

As shown in Figure B above, the information has been expanded to include the following:

- Visit Date
- Treating Facility
- Care Received

Since this is the furthest level to which you can expand the data, the Expand Entry action is no longer available.

Interactive MPD Screens

Single SSN—Screen #2

Introduction, cont.

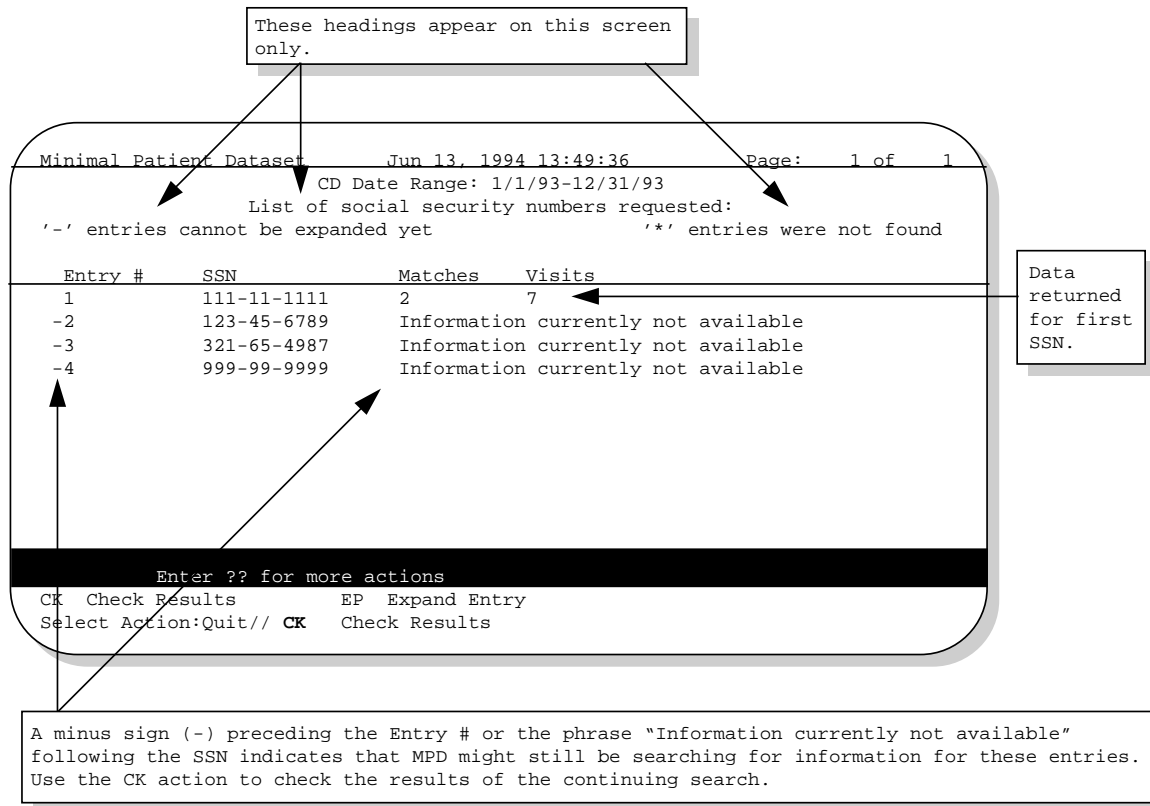
If you select multiple entries to expand, you can use the Quit action now to view Screen #2 for the next expanded entry. When you reach the last expanded entry, or you expand a single entry, using Quit returns you to Screen #1.

Interactive MPD Screens

Multiple SSNs—Screen #1

Introduction

FIGURE C.-Multiple SSNs Screen #1



The first screen of information returned from the MPD CD-ROM if you entered multiple SSNs (as shown in Figure C above) differs from the screens for single SSN requests. When you enter multiple SSNs, MPD searches for one SSN at a time, in numerical sequence by SSN. The screen displays a list of the SSNs you entered in the same numerical sequence in which it searches. The information is returned for the first SSN while MPD continues searching for the others. You can now expand Entry #1 (works the same as for a single SSN), use a new List Manager action (Check Results), or use any of the basic List Manager actions. (Please refer to the List Manager Appendix for a list of basic actions with descriptions.)

Interactive MPD Screens

Multiple SSNs—Screen #1

Introduction, cont.

FIGURE D.-Additional Information Indicators

Minimal Patient Dataset Jun 15, 1994 09:24:26 Page: 1 of 2

CD Date Range: 1/1/93-12/31/93

List of social security numbers requested:

'-' entries cannot be expanded yet '*' entries were not found

| Entry # | SSN | Matches | Visits |
|---------|-------------|---------|--------|
| 1 | 111-11-1111 | 2 | 7 |
| 2 | 123-45-6789 | 1 | 6 |
| *3 | 147-25-8369 | 0 | 0 |
| 4 | 222-22-2222 | 1 | 14 |
| *5 | 321-65-4987 | 0 | 0 |
| 6 | 333-33-3333 | 1 | 21 |
| 7 | 444-44-4444 | 2 | 25 |
| 8 | 555-55-5555 | 1 | 19 |
| 9 | 666-66-6666 | 2 | 10 |
| 10 | 777-77-7777 | 1 | 4 |
| *11 | 888-88-8888 | 0 | 0 |
| *12 | 963-85-2741 | 0 | 0 |

+ Enter ?? for more actions

CK Check Results EP Expand Entry

Select Action:Next Screen//

The appearance of the plus sign and page numbers indicating multiple pages (1 of 3, 2 of 4, etc.) means that there is more information available for viewing. The placement of the plus sign indicates in which direction you should scroll to view the additional text. If it appears near the top of the screen, you might want to view the previous screen or scroll up a line. If it appears near the bottom, you might want to view the next screen or scroll down a line.

In some instances, the information returned is more than can be displayed on the screen at one time. When this happens, there will be indicators that additional information is available (as illustrated in Figure D above). This is most likely to occur in the following situations:

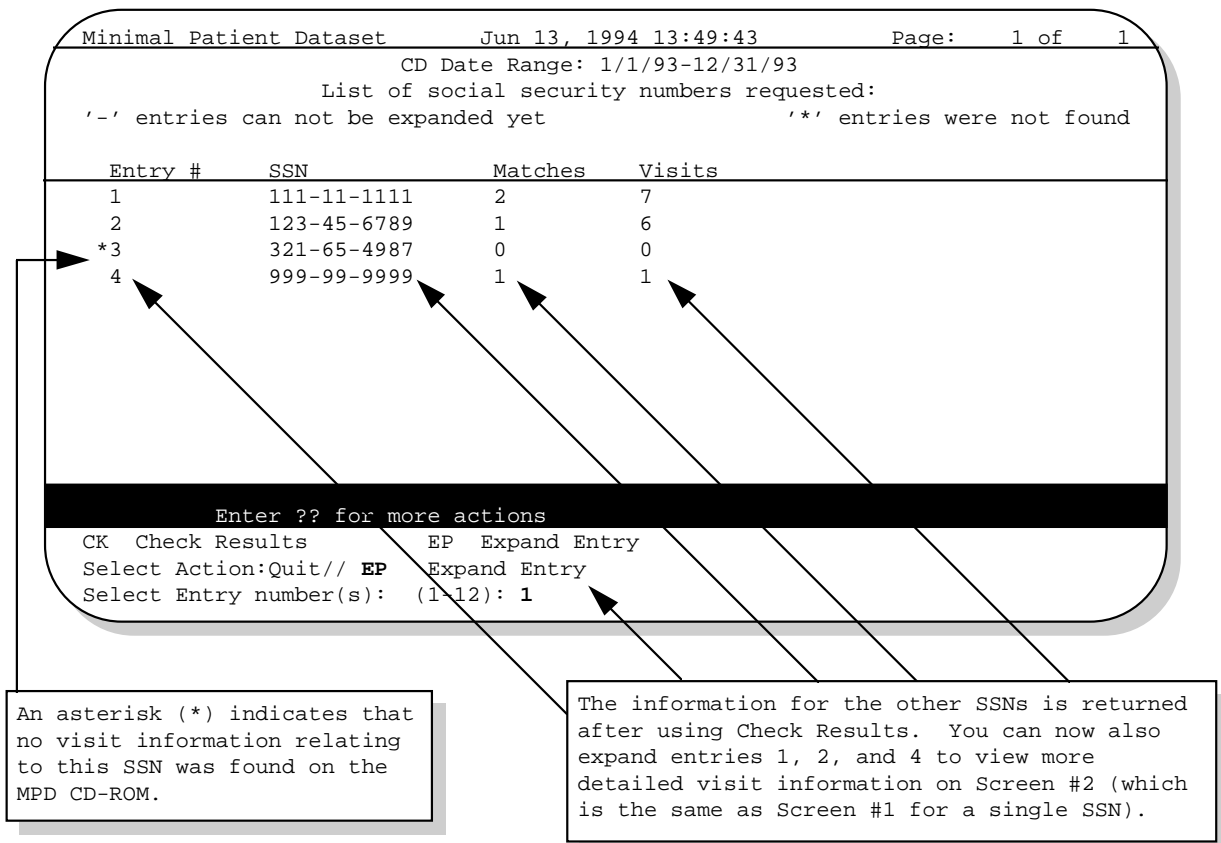
- You entered too many SSNs to display at one time.
- Numerous visits exist for an entry.
- Numerous visit dates, treating facilities, and categories of care received are listed when entries are expanded.

Interactive MPD Screens

Multiple SSNs—Screen #1

Introduction, cont.

FIGURE E.-Multiple SSNs Screen #1 (after using Check Results action)



The Check Results action is exclusive to this MPD screen. If a minus sign (-) precedes the entry number, or the statement "Information currently not available" follows the SSN, you can use this action to check the results of the search and determine if information has been returned for the rest of the SSNs you entered.

In Figure E above, information is now available for the rest of the SSNs listed, because MPD continued searching as it returned the information for Entry #1. If you entered numerous SSNs, you might have to use the Check Results action several times before MPD reads the information for all of the SSNs you entered.

Interactive MPD Screens

Multiple SSNs—Screen #1

Introduction, cont.

This manual assumes that you chose to expand Entry #1. Use the Expand Entry action to view more detailed information on Screen #2 for multiple SSNs, which is the same as Single SSN Screen #1. Using the Expand Entry action again expands the information to its furthest level on Screen #3 for multiple SSNs, which is the same as Single SSN Screen #2.

Interactive MPD Screens

Multiple SSNs—Screen #2 (a.k.a., Single SSN Screen #1)

Introduction

This screen is the same as Single SSN Screen #1. Please refer to the portion of this manual that describes Single SSN Screen #1.

Interactive MPD Screens

Multiple SSNs—Screen #3 (a.k.a., Single SSN Screen #2)

Introduction

This screen is the same as Single SSN Screen #2. Please refer to the portion of this manual that describes Single SSN Screen #2.

Request configuration information

Introduction

Selecting this option from the Main MPD Menu displays basic statistics about the MPD database, and indicates which CD is currently available.

Example

```
Select Main MPD Menu Option: 2  Request configuration information

Requesting information...
Waiting for results ....

Configuration information
-----

Database comments:          This is a Minimal Patient Data Base which
                             will work with MPD v1.0
Starting date:              1/1/94
Date range of CD:          1/1/94-12/31/94
Number of unique records:   3203048
Number of unique patients:  2682466
Total inpatient visits:     877218
Total outpatient visits:    22996212
Average visits per SSN:     8.9
Average visits per unique patient: 7.45

Press <RETURN> or <ENTER> to continue ...
```

Post encryption/decryption key



This option is locked with the VAMP POST KEY security key. (For information about security keys, contact your Information Security Officer [ISO].)

Introduction

Use this option to enter the CD-ROM-specific key value that is used when decrypting information contained on the MPD CD-ROM. When posting this key, you must enter at least 8, and no more than 9, characters. Entering the ninth character, which is a checksum digit, ensures that the other eight characters are correct. The key value entered must be the exact value associated with the MPD CD-ROM that is currently mounted.

Each CD-ROM has a unique key value, which is available from your Information Security Officer (ISO). The encryption/decryption key is not a Kernel security key.

If this key is not posted, information cannot be retrieved from the MPD CD-ROM.

Example

```
Select Main MPD Menu Option: 3  Post encryption/decryption key

Please enter new key value : (Enter the CD-ROM-specific key value.)

Please wait while key is posted
Key successfully posted

Press <RETURN> or <ENTER> to continue ...
```


Patient Locator



This option returns the requested patient data in the following electronic mail message.

Message Subject

Patient Locator Notification

Routines

VAMPRC03, VAMPRC04

Expected Audience

Requesters



The Patient Locator calls the Health Level Seven (HL7) protocol to format messages and send them to MailMan.

Introduction

The Patient Locator is an Application Programmer Interface (API) which enables **VISTA** personnel to search for treatment dates, treatment locations, and the type(s) of care a patient has received throughout the VA healthcare system through the use of a **VISTA** option. The most common use of the Patient Locator API is to determine if a patient has been treated at other VA Medical Centers (VAMCs). Once this is known, you can electronically request patient information from those facilities by using the Patient Data Exchange (PDX) package.

The Patient Locator is an alternative to Interactive MPD and allows users to access more current patient treatment information. MPD reads and returns data stored on a CD-ROM for a limited time period. The Patient Locator searches “live” databases (EDR and/or IPDB) for a user-specified date range and returns current patient information in an electronic mail message.

Patient Locator

Introduction, cont.

The information returned includes the following:

- Name
- SSN
- Date of birth (DOB)
- Classification (inpatient or outpatient)
- Treatment facilities
- Treatment dates
- Hospital service (Specialty for PTF, Stop Codes for OPC)
- Admitting regulation
- Primary eligibility code
- Primary diagnosis code

To access the Patient Locator, select the Patient Locator option from the Main MPD Menu. Instructions for responding to the prompts used with this version of the Patient Locator begin on the next page.

Example

```
Select Main MPD Menu Option:

      1      Interactive MPD
      2      Request configuration information
      3      Post encryption/decryption key
      4      Patient Locator

Select Main MPD Menu Option: 4  Patient Locator

Enter an SSN to search for:
```

Patient Locator Prompts

Introduction

“Enter an SSN to search for:”

Enter the SSN of the patient for whom you are requesting data. Your response must contain nine numeric characters, without dashes, followed by the letter “P” if entering a pseudo SSN. The SSN you enter is displayed in the “SSN Selected for Search” area on your screen. To remove an SSN from the display, enter it again preceded by a minus sign (-). Press <RET> to advance to the next prompt, or enter an up-arrow (^) to return to the menu.

“Enter another SSN to search for:”

This prompt will repeat, allowing you to enter multiple SSNs. The SSN(s) you enter are displayed horizontally in the “SSN Selected for Search” area on your screen in the order in which they were entered. To remove an SSN from the display, enter it again preceded by a minus sign (-). After you enter the last SSN, or if you are entering a single SSN, press <RET> to advance to the next prompt. If you decide not to continue, enter an up-arrow (^) to return to the menu.

“Visit Type:”

Enter the appropriate code to indicate the type(s) of patient visit(s) for which you want data returned:

| | |
|---|-------------------------------|
| I | Inpatient |
| O | Outpatient |
| B | Both Inpatient and Outpatient |

“Extract only the last encounter by facility?”

A **YES** response advances you to the “Database:” prompt and returns information about only the last encounter at each facility. If you want more information, answer **NO** to this prompt. You will then be prompted to enter a date range and the number of occurrences within that date range for which you want information returned.

Patient Locator Prompts

Introduction, cont.

“Specify date range to search (Default: one year from current date):

“Search start date:”

Enter the date from which you want the search to start. The default start date is one year prior to the current date.

“Search end date:”

Enter the date on which you want to end the search. The default end date is the current date.

“Enter occurrence limit:”

Enter a number to limit the number of occurrences for which you want information returned (the default is 10). If no limit is entered, the software will return as many occurrences as it finds within the specified date range.

“Database:”

Enter the appropriate code to indicate which database(s) you want the software to query.

| | |
|------|---|
| EDR | Event Driven Reporting, Boston Development Center |
| IPDB | Integrated Patient Database, Hines ISC |
| Both | Queries both databases listed above and combines the results. |

Patient Locator Prompts

Introduction, cont.

“Enter a site to exclude from the search:”

Excluding sites from the search is optional. If you want to exclude a site from the search, enter the facility name or station number of the site for which you do not want data returned. For example, you might already have access to treatment information at your facility, so you can instruct the software not to search for it by entering your facility name or station number at this prompt. To view a list of acceptable facility names and their corresponding station numbers, enter double question marks (??). If multiple sites exist with similar names, entering part of the name returns a list of those sites. If you choose not to exclude any sites, press <RET> to initiate the search. An up-arrow (^) entered here returns you to the “Enter an SSN to search for:” prompt.

“Enter another site to exclude from the search:”

This prompt will repeat, allowing you to exclude multiple sites from the search. After you enter the last facility name or station number, or if you are excluding a single site, press <RET> to start the search. If you decide not to continue, enter an up-arrow (^) to return to the menu.

“User to notify:”

Enter the name of the individual(s) or mail group(s) who should receive the electronic mail message containing the results of the search. You can select from existing mail groups, or use MailMan options to create your own.

Patient Locator Prompts

Example

```
Enter an SSN to search for: 111111111
-----SSN Selected for Search-----
111111111
-----

Enter another SSN to search for:<RET>

    Select one of the following:

        I      Inpatient
        O      Outpatient
        B      Both - Inpatient/Outpatient

Visit Type: B// <RET> oth - Inpatient/Outpatient

Extract only the last encounter by facility? YES// NO

Specify date range to search (Default: one year from current date) :
    Search start date: FEB 21, 1994// <RET>      (FEB 21, 1994)
    Search end date: FEB 21, 1995// <RET>      (FEB 21, 1995)
    Enter occurrence limit: 10// <RET>

    Select one of the following:

        E      EDR - Database
        I      IPDB - Database
        B      Both - Databases

Database: B// <RET> oth - Databases

Enter a site to exclude from search: <RET>

User to Notify: G.MPD USERS
-----
G.MPD USERS
-----

Another user to notify: <RET>

Initiating patient Locator API

Query Sent
Results will be returned via a mail message to those listed in notify list
```

Patient Locator

Processing Your Request(s)

Introduction

The Patient Locator transmits your request(s) in HL7-formatted messages via MailMan to the database(s) you specified to search. Processing time can vary depending on a number of factors. These might include, but are not limited to, the following user-specified criteria:

- Number of SSNs selected for search
- Visit type(s) selected
- Number of encounters specified
- Date range selected
- Number of occurrences specified
- Number of databases being searched
- Number of messages in queue(s) awaiting transmission, processing, etc.

Example - Mail message containing returned patient data

MailMan message for STELLA,KAREN
Printed at VAMC-ALBANY.VA.GOV 21 Feb 95 10:32
Subj: Patient Locator Notification [#000001] 21 Feb 95 10:27 15 Lines
From: EDR-Patient Locator API in 'IN' basket. Page 1

Patient Locator Data extracted from: IPDB

| | | |
|-----------------------------|------------------|---------------|
| Patient Name: Bell~Alex~G | SSN: 111-11-1111 | DOB: 07/20/20 |
| Facility: ANN ARBOR, MI () | | |

| ENC | DTE | I\O | Specialty/ADM Regulation | Diagn | Doctor/Eligibility |
|----------|-----|-------------------------------|--------------------------|------------------|--------------------|
| 09/20/94 | O | GENERAL (ACUTE MEDICINE) | 414.8 | No Physician | |
| I | | Unspecified Adm. Reg | | SC LESS THAN 50% | |
| 11/17/94 | O | THORACIC SURGERY, INC CARDIAC | 411.1 | No Physician | |
| I | | Unspecified Adm. Reg | | SC LESS THAN 50% | |

End of results

Glossary

| | |
|-----------------|---|
| API | Application Programmer's Interface |
| CD-ROM | Compact Disk-Read Only Memory A disk containing encrypted data that can be read but cannot be altered. |
| Decryption | Unscramble encrypted data so it is readable. |
| Encryption | Scramble sensitive information so it is unreadable. |
| Interactive MPD | Program that allows a user to submit an MPD query and displays the returned information. |
| Key | Used by encryption algorithm as a basis for scrambling. |
| List Manager | Software product designed to display information in hierarchical screen format. |
| MPD Client | Used by Interactive MPD and Pharmacy Prescription Practices to post a query or begin a search. |
| MPD Server | System that searches the CD-ROM for data and returns it to the MPD Client. |
| PDX | Patient Data Exchange Software application used to get more detail about patient visits at another facility. |
| PPP | Pharmacy Prescription Practices VISTA software designed to prevent multiple prescriptions at different sites. |
| Pseudo SSN | SSN calculated and assigned to a patient who was not given an SSN by the Social Security Administration (SSA). |
| Scheme | Method of searching. |
| SSN | Social Security Number |

List Manager Appendix

The List Manager is a tool that displays a list of items in a screen format and provides the following functionality:

- Browse through the list.
- Select items that need action.
- Take action against those items.
- Select other List Manager actions without leaving the option.

You can select an action and entry number by using an equals sign (=), for example:

EP=1 will process entry 1 for Expand Entry
EP=3 4 5 will process entries 3, 4, 5 for Expand Entry
EP=1-3 will process entries 1, 2, 3 for Expand Entry

In addition to the various actions that might be available specific to the option in which you are working, List Manager provides generic actions applicable to the List Manager screen. Enter double question marks (??) at the "Select Action:" prompt for a list of all actions available.

On the following page is a list of basic List Manager actions with brief descriptions. This list might have been altered by the specific package in which you are working. The mnemonic for each action is shown in brackets [] following the action name. Entering the mnemonic is the quickest way to select an action.

| Action | Description |
|-----------------------------|--|
| Next Screen [+] | Move to the next screen. |
| Previous Screen [-] | Move to the previous screen. |
| Up a Line [UP] | Move up one line. |
| Down a Line [DN] | Move down one line. |
| Shift View to Right [>] | Move the screen to the right if the screen width is more than 80 characters. |
| Shift View to Left [<] | Move the screen to the left if the screen width is more than 80 characters. |
| First Screen [FS] | Move to the first screen. |
| Last Screen [LS] | Move to the last screen. |
| Go to Page [GO] | Move to any selected page in the list. |
| Re Display Screen [RD] | Redisplay the current screen. |
| Print Screen [PS] | Prints the header and the portion of the list currently displayed. |
| Print List [PL] | Prints the list of entries currently displayed. |
| Search List [SL] | Finds selected text in list of entries. |
| Auto Display(On/Off) [ADPL] | Toggles the menu of actions to be displayed/not displayed automatically. |
| Quit [QU] | Exits the screen. |

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